



goarmy.com

U.S. ARMY

Base Realignment and Closure (BRAC)



Permanent Change of Station (PCS) Travel



Keep a look out!

The information in this presentation may change. For the most current information stay in contact with your Civilian Personnel Advisory Center (CPAC) representative.



PCS Allowances for current federal employees

1. Transportation of the employee and their dependents
2. Per diem for employee and dependents
3. Household Goods (HHG) shipment, including in-storage transit
4. Miscellaneous Expenses
5. Expenses incurred in the selling and/or buying of a residence, or lease termination.

The allowances are not subject to negotiation between the employing agency and the employee.





Household Goods (HHG) & Temporary Storage



Household Good (HHG) Eligibility

- 1. An employee transferred between CONUS/OCONUS official duty stations;**
- 2. A new appointee to the first CONUS/OCONUS official duty station;**
- 3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;**
- 4. An SES employee authorized last move home benefits;
AND**
- 5. An employee authorized a temporary change of station (TCS).**



U.S. ARMY

Household Good (HHG) Basic Allowances

An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.

Non-Temporary Storage (NTS) of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an:

- (a) CONUS isolated PDS;**
- (b) OCONUS PDS to which HHG transportation is limited;**
- (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so;**
- OR**
- (d) Temporary change of station (TCS).**

HHG transportation may be authorized for a PCS before the PCS travel authorization is issued



U.S. ARMY

Household Good Shipment (HHS)

“HHG transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS travel authorization/order effective date that legally may be accepted and transported by an authorized commercial transporter.”

MAXIMUM WEIGHT: 18,000 pounds

Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation may be authorized.



U.S. ARMY

HHG Transportation Methods

**Government Bill of Lading
(GBL)**

OR

**Commuted Rate
(Do-it-yourself (DITY)
move)**



Temporary Storage



Storage In Transit (SIT)

- Initial authorization for 90 days.
- Can be extended an additional 90 days with request and approval.

Non-Temporary Storage (NTS)

An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.



Miscellaneous Expense Allowance (MEA)



Examples of items eligible for MEA reimbursement

- **Disconnecting/connecting appliances**
- **Non-refundable utility fees/deposits**
- **Auto registration, driver's license**
- **Pet quarantine charges** (but excluding routine pet care)
- **Transportation of cats, dogs** (and other small house pets)
- **Reassembly, set up and tune piano moved incident to relocation**



...and similar

MEA Reimbursement

Without receipts or itemized statements:

Employee w/o dependents: Lesser of 1 week's salary or \$500

Employee with dependents: Lesser of 1 week's salary or \$1,000

The travel-approving/directing official may authorize/approve MEA in excess of these "flat" amounts if the claim is supported by receipts or other acceptable evidence of expenses incurred.



U.S. ARMY

MEA Reimbursement (cont)

The total amount cannot exceed 1 week's basic salary for an employee without dependents; or two weeks' basic salary for an employee with dependents

**Cap on reimbursement in law:
Salaries above the maximum rate
(step 10) of a GS-13 are
reimbursed only to that level**





Allowances for Real Estate Transactions and Un- expired Lease Expenses



Real Estate Allowance authorized in connection with PCS

**An eligible employee is authorized
reimbursement for certain expenses
incurred in connection with:**

**the sale of a residence (or the settlement of
an un-expired lease involving the residence
or a lot on which a mobile home used as a
residence was located) at the old PDS;
and/or**

**the purchase (including construction) of a
residence at the new PDS.**



When are Real Estate Expenses authorized?

Real estate expenses are authorized when:

- a PCS is authorized/approved and the old and new PDSs are in CONUS or in a non-foreign OCONUS areas;
- the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
- the settlement dates for the sale (or lease termination) and purchase are within 2 years of the reporting date at the new PDS unless an extension is granted for up to an additional 2 years; and
- the residence is the one from which the employee regularly commutes to and from work.



Sale of Residence in Anticipation of Transfer Following Announcement of BRAC

An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee.

TOF Canvass Notice shows intent

**ELIGIBLE FOR REAL ESTATE EXPENSES
REIMBURSEMENT ONLY IF SUBSEQUENTLY
EMPLOYED IN A POSITION THAT INVOLVES A PCS.**



U.S. ARMY

When are Real Estate Expenses authorized?

Real estate expenses are authorized when:

- **a PCS is authorized/approved and the old and new PDSs are in CONUS or in a non-foreign OCONUS areas;**
- **the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;**
- **the settlement dates for the sale (or lease termination) and purchase are within 2 years of the reporting date at the new PDS unless an extension is granted for up to an additional 2 years; and**
- **the residence is the one from which the employee regularly commutes to and from work.**



Reimbursement for Real Estate expenses

Reimbursed only for expenses actually incurred and paid by the employee or dependent(s).

Expenses shared by persons other than the employee or dependent(s), reimbursement is limited to portion actually paid by employee and/or dependent(s).

Total reimbursements can't exceed:

- 10 percent of the actual sale price of the residence at the old PDS, and**
- 5 percent of the purchase price of a residence at the new PDS.**



Reimbursement for Un-expired lease settlement costs

Expenses are reimbursable when:

- 1. Applicable laws or the lease terms provide for payment of settlement expenses,**
- 2. they cannot be avoided by subleasing or other arrangement,**
- 3. the employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and**
- 4. the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.**



U.S. ARMY



House Hunting Trip (HHT)



HHT Eligibility

An employee may be authorized a HHT when:

- 1. A PCS is authorized;**
- 2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);**
- 3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,**
- 4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.**



U.S. ARMY

Separate trips by employee and spouse?

Only one round trip for house hunting may be authorized for the employee and/or spouse.

Separate round trips may be allowed NTE cost of one round trip for the employee and spouse traveling together.



When can HHT begin?

- As soon as the employee is notified of the transfer and:
- Receives a PCS travel authorization permitting the HHT in advance of the PCS travel;
- Employee signs a transportation agreement; and
- Activity establishes and informs the employee of the employee's reporting date.



When must the HHT be completed?

- An employee's round trip HHT travel must be completed by the day before reporting to the new PDS.
- A spouse's round trip house-hunting travel must be completed by:
 - the day before the family's PCS travel to the new PDS, or
 - the day before the maximum time expires



How long can HHT last?

Authorized for a reasonable period considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location.

Including travel time, shall not exceed 10 calendar days.



U.S. ARMY



Temporary Quarters Subsistenc e Expense (TQSE)



TQSE Basics

- TQSE is discretionary
- To defray costs of necessary temporary housing, meals, laundry and dry cleaning
- Incident to a Permanent or Temporary Change of Station (PCS or TCS)



Who is eligible for TQSE?

- **Employee who has signed transportation agreement**
- **PCS is authorized and new PDS is in US or non-foreign OCONUS area**



Can TQSE be approved “after the fact”?

**No. TQSE must be authorized
before temporary quarters are
occupied**

**TQSE may not be approved for
any days that have passed before
TQSE is authorized**



What TQSE expenses are allowable?

- **Temporary Lodging;**
- **Meals and/ or groceries;**
- **Fees and tips to meals and
lodging**
- **Laundry**
- **Cleaning and pressing of clothing**

**EXCESS expenses exceeding the authorized
amount are paid by the employee**



What TQSE expenses are allowable?

- **Temporary Lodging;**
- **Meals and/ or groceries;**
- **Fees and tips to meals and
lodging**
- **Laundry**
- **Cleaning and pressing of clothing**

**EXCESS expenses exceeding the authorized
amount are paid by the employee**



TQSE (AE) & TQSE (F)

**AE = Actual Expense. Max. 120 days.
Reimbursed for actual expenses based
on Standard CONUS per diem rate.**

**F = Fixed. Agency may or may not offer
this method. Max. 30 days based on
new PDS locality per diem**



Miscellaneous PCS Information



Two-Employee Family

When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive PCS allowances:

- a. EACH AS AN EMPLOYEE SEPARATELY. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.
- b. ONLY ONE AS AN EMPLOYEE. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.



Time Limit on PCS Orders

PCS orders are valid for 2 years from report date.

All travel and transportation entitlements must begin within the two year time limit.

Real Estate expenses may be extended beyond 2 years with request and approval.



Transportation Agreement Requirements

The employee must sign a transportation agreement to remain in Government service for 12 months if the move is within CONUS or a separate geographical locality (ex., within Hawaii, within Alaska or within Germany).

The requirement for the employee to remain in Government Service does not require the employee to remain with the same Government agency.

